

Tucker

Abbot Academy

FOUNDED 1829

Handbook for Students *and* Their Parents

1963-1964

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CALENDAR

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MONDAY, SEPTEMBER 16

Arrival and Registration of all Resident
Students before 6:00 P. M.

FRIDAY, NOVEMBER 8, AND SATURDAY,
NOVEMBER 9

Parents' "Week End"

WEDNESDAY, NOVEMBER 27, 1:00 P. M.

SUNDAY, DECEMBER 1, 6:00 P. M.

Thanksgiving Week End

TUESDAY, DECEMBER 17, 11 A. M.

TUESDAY, JANUARY 7, 6:00 P. M.

Christmas Vacation

FRIDAY, MARCH 13, 8:30 A. M.

MONDAY, MARCH 30, 6:00 P. M.

Spring Vacation

MONDAY, JUNE 1

Commencement

GREETINGS:

Before this new year of 1963-1964 is very far along, all who are at Abbot will have had some new experiences and made some new friends. These new relationships can be exciting and rewarding. They demand something and they give a great deal.

You who have seen this Handbook before will realize that this one is thicker than usual. Last winter the Student Council began to feel that if *all* the rules and precepts were put together, it would be much more helpful to all the students and their families. I believe it emphasizes that everything one does at school is a form of education, that the connection between oneself and one's family doesn't end when one comes to school, and, also, that if one knows what is expected in a given community, it is easier to *do* what is considered right. After school meetings and corridor meetings last winter the suggestions and questions of the students were looked over and where possible accepted. Over the years many changes have taken place and there will undoubtedly be others in the years to come. The school is like a person in that there is no end to growing and changing. There is not much sense, however, to changing just for the sake of being different, just as there

is not much sense to being different so that no one can accuse you of being a "conformist".

I hope Abbot will accomplish for you this year the miracle of friendship — friendship with new acquaintances, friendship with your family whether they be far away or quite close by, friendship with learning and new knowledge, and finally friendship with yourself. Sometimes this is hardest of all to achieve. One of the conditions of friendship seems to be that you can rely on a friend. So to be able to rely on oneself means not only that you have the courage of your convictions and think independently, but also that you can count on yourself to do what your conscience tells you is the right thing to do. This book certainly cannot be your whole conscience, but it *can* acquaint you with some of the practical matters that will concern you at the school, so that you will not have to waste time wondering what to do. That time can be much more happily spent in nourishing those friendships I have mentioned.

My best wishes go to you now — and for all this next year.

MARY HINCKLEY CRANE.

THE STUDENT GOVERNMENT ASSOCIATION

The purpose of the Student Government Association is to assist in the formulation and interpretation of the laws and regulations of the School; to maintain in the School respect for and support of these laws and regulations; to execute the system by which conduct is evaluated and recognized; to encourage the best possible personal development of each member of the school; and to create an atmosphere of unity in the Student Body and loyalty to the ideals of honor, industry, courtesy, and democracy for which the School stands.

The major officers of the Association for the coming year are:

President	Laurie Waltuch
Vice-President	Diana Kiarsis
Secretary	Susan Trafton

* * * *

Head of Day Students	Elfriede Laaff
President of Senior Class	Martha Coleman
Vice-President	Judith Lang
President of A.C.A.	Susan van Winkle
President of A.A.	Edith (Heidi) Paffard

The Student Council includes these girls, with the presidents and vice-presidents of the other classes.

THE DAILY PROGRAM

Monday — Friday

6:45	Rising
7:15	Breakfast
7:40 — 8:00	Rooms put in order
8:00	Chapel
8:24 — 11:00	Classes
11:00 — 11:15	Tiffin
11:15 — 12:58	Classes
1:05	Luncheon
1:30 — 2:00	Rest
2:00 — 4:30	Sports
4:50 — 6:13	Classes or Study Hour
6:23	Dinner
7:15 — 9:00	Study Hour

*even - Fri. eve
Program
omitted*

Saturday

7:15	Rising Bell
7:45	Breakfast
8:15 — 9:00	Special Room Cleaning
9:00 — 10:30	Study Period
10:30 — 12:30	Recreation
12:00 — 1:00	Buffet Luncheon
1:00 — 6:00	Recreation and Student Activities
4:00 — 6:00	Callers Received
6:15	Dinner
Evening	Entertainment
9:45	Lights Out

Sunday

8:30	Rising Bell
8:30 — 9:30	Buffet Breakfast
9:30 — 10:00	Rooms put in order
10:30	Church
1:00	Dinner
3:30 — 5:30	Quiet Hour in Own Dormitory
6:15	Supper
6:45 — 7:15	Quiet Hour on Own Corridor
7:15	Vespers
8:15 — 9:00	Quiet Hour in Own Room
9:30	Lights Out

The Day's Activities

CHAPEL

A short religious service is held every school day morning in Abbot Hall. Every member of the school attends.

CLASSES

Classes in the major subjects are held during the morning. In the afternoon there is a half-hour rest period which may be used for study, reading, or sometimes, special meetings and rehearsals.

Classes in minor subjects meeting one or two periods a week, the Choral Classes and Fidelio, meet in the late afternoon.

The Fidelio Society, or the school glee club, is made up of about sixty of the best voices, chosen for the most part from the two upper classes. The rest of the school make up the Choral Class. The Choir, consisting of twenty girls, has more intensive training and sings at the Sunday evening vesper service and on special occasions during the year.

MEALS AND TIFFIN

Tables in the dining-room seat eight or nine, including one or two members of the faculty. Table seating is changed every three weeks, and girls of various classes are mixed so that ac-

quaintance may be steadily enlarged. At various times during the year girls studying French or Spanish are placed at tables at which these languages are spoken. No absence from meals is permitted without an infirmary excuse. Tiffin is the mid-morning lunch, consisting of soup, cocoa, milk, or fruit juice, and crackers. Girls are required to partake of this.

SPORTS AND RECREATION

Every girl (unless excused by a physician) participates regularly in organized sports — the Seniors on four days a week and lower classmen on five in the fall and spring, and four in the winter. Girls may take a number of defined walks in and around Andover to build up credit for their teams — the Griffins or the Gargoyles. The major outdoor sports are field hockey, soccer, tennis, riding, softball, basketball, and lacrosse. In the winter the gymnasium provides space for volleyball, basketball, rhythmic dance, fencing and tumbling. Skiing and skating are also available. Swimming is available on Friday evenings.

Good posture is encouraged and corrective gymnastic work is prescribed when it is needed.

STUDY HOURS Please see page 38.

SATURDAYS

There is a study period of an hour and a half on Saturday mornings. The rest of the day is used for recreation and extracurricular activities.

Trips are often planned for Saturday. These may be picnic walks or ski trips, canoe trips on the Shawsheen River, horseback rides, or bus trips to points of historical interest or into Boston for plays, concerts, or other attractions. Girls are advised to save from their allowances for these special occasions.

In the evening various programs are presented in the school, some by visiting lecturers or entertainers, some concerts or plays by the students themselves. These programs are generally open to the public, and the whole school attends.

On Saturdays families may come to see the girls at any time between 10:30 a.m. and 8:00 p.m. Boys from out-of-town may make calls of two hours; Phillips Academy boys who have arranged their visit ahead of time may call between 4:00-6:00 p.m. On school days boys from out-of-town may call on a girl during her free time in the afternoon; their calls are generally limited to one hour.

On Sundays the schedule is somewhat different, with a buffet breakfast served between 8:30 and 9:30. Every girl goes to church in the town. Girls who have been in the habit of attending the Congregational, Episcopal, Unitarian or Christian Science services will attend those churches; girls from other Protestant churches may choose one of the above-mentioned services. Girls of the Roman Catholic faith

attend their own church. Several of these churches welcome the students as choir members, Sunday School teachers or nursery aides. The parishioners are always cordial to the Abbot girls, who go regularly to the church they have chosen.

In the afternoon the girls may spend some time in the gym or at tennis. From half-past three until half-past five the dormitories are quiet, so that it is possible to study or rest. One can listen to records in the Music Building.

Telephone

Telephone calls may be received at the times listed below with the expectation that the student will be available. Since there may be changes in schedule, it is recommended that calls to the girls be placed on a person-to-person basis.

MONDAYS THROUGH FRIDAYS

7:45 — 8:00 A. M.

7:00 — 7:15 P. M.

9:00 — 9:25 P. M.

SATURDAYS

8:30 — 9:00 A. M.

5:30 — 6:00 P. M.

10:45 — 11:00 A. M.

7:00 — 7:45 P. M.

SUNDAYS

9:30 — 10:00 A. M.	5:30 — 6:00 P. M.
12:30 — 1:00 P. M.	6:45 — 7:15 P. M.
2:00 — 3:30 P. M.	8:30 — 9:25 P. M.

*No calls can be taken or made by students
during the evening study hour 7:15 — 9:00*

Students may make calls at the times listed above and during any other free time when a telephone booth is available. As the telephones are much in demand during these limited periods, it is requested that calls should not be unduly frequent and they must be limited to five minutes. If necessary, an overtime call will be cut off. The switchboard is closed at 9:30. Emergency calls concerning students and their families after that hour must be made to the Principal at her house.

ABBOT ACADEMY TELEPHONE NUMBERS

Draper Hall	{ connects all departments except those listed below	475-3562
Infirmary		475-1728
Principal's House		475-0286
The Andover Inn		475-5903

The Area Code is 617

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Administrative Officers

Mrs. Alexander Crane	Principal
Miss Eleanor Tucker	Director of Studies

Miss Elizabeth Foulke	Administrative Assistant
Mrs. Kathleen Mayer	Director of Residence
Miss Isabel M. Hancock	Director of Admissions
Mrs. Lynwood Howard	House Superintendent
Miss Louise Robinson	Financial Secretary
Mr. Gardner Sutton	Comptroller

* * *

Dr. Michael A. Gravallese	School Physician
Miss Kathleen Ayre	} School Nurses
Miss Marian Perkins	

Spending Money

Miss Robinson, in charge of the Financial Office, will receive for safekeeping money for the personal use of the students. Deposits or withdrawals may be made on any school day afternoon. A student may deposit money in the form of a check or cash (seventy-five dollars is recommended for an initial deposit). She will enter the appropriate figure on an individual ledger card and will receive a deposit receipt. She may withdraw from this amount at any time, making the withdrawal entry herself on her card.

It is recommended that parents instruct their daughters as to what they consider the appropriate weekly withdrawal for incidental expenses. There are certain calls upon students for class or association dues. These amount to from twenty to twenty-five dollars. Contributions to the

United Fund, Christmas for the staff members, etc., are urgently encouraged; a student should expect to give a *minimum* total of ten dollars. Each girl is expected also to give at least twenty-five cents each Sunday to the church she attends.

Except for such expenses as these, and the costs of taking Saturday or week-end leaves there is little need for cash expenditures by the students. Sightseeing or field trips, concerts in Boston, and the like may be charged on the term bills, as well as purchases made from the school Book Store or from the Infirmary. A weekly allowance of not more than \$2.00 for incidental spending should be sufficient, unless a clothing allowance is desired. Students should not keep any more money than necessary in their rooms; the school cannot be responsible for losses.

Term Bills

Term bills are rendered three times a year. The following items may be charged on these bills:

Books and stationery

Dry Cleaning and excess laundry

School Year Book

Senior Photographs

Symphony Concerts

The Abbot Blazer

The Class Sweater and Ring (Purchased in senior middle year.)

Toilet Articles

Tutoring and Chaperonage (There is normally no charge for chaperonage except for actual expenses incurred.)

Equipment for sports such as skis, hockey, and lacrosse sticks, and uniforms for modern dancing.

A Bookstore is maintained on the campus where the students may purchase their required books and necessary stationery supplies.

Charge Accounts

Charge accounts in local stores or in Boston are not allowed except by written permission of the parents.

Food

The school table is carefully and amply furnished; "tiffin" provides needed "re-fueling" in the middle of the school day mornings. In addition a snack-bar is open in the afternoons, selling fruit, crackers, and soft drinks. Girls who need to diet in order to reduce may be excused from eating certain kinds of food at the table, provided their own doctor and the school doctor concur in the need for this. These girls are expected to refrain from eating between meals except for tiffin. All other girls must take at least a small portion of everything that is served. *Families are asked not to send girls food other than fruit or cookies.* Birthday cakes are the only exception to this policy.

Physical Examinations

A physical examination must be given each entering student by the family physician and the report returned to the school.

Infirmary

Every day the nurse holds short clinics in the infirmary where minor ailments are treated. One of the two resident nurses is always on duty.

INFIRMARY CLINIC HOURS:

School days

7:45 — 8:00 A. M. 1:30 — 1:45 P. M.
4:30 — 4:45 P. M.

Saturdays

8:30 — 9:00 A. M. 5:30 — 6:00 P. M.
1:00 — 1:30 P. M.

Sundays

9:30 — 10:00 A. M. 5:00 — 6:00 P. M.
12:30 — 1:00 P. M.

Notice that there are no clinic hours after dinner on any day.

Except in clinic hours, girls should be taken to the infirmary by a teacher. In any case either the corridor teacher or the Front Office should be informed by the student. Students must report at the Front Office as soon as they are released from the infirmary.

For an overnight stay pajamas, bathrobe, slippers, bath towel, wash cloth, soap, comb, toothbrush and paste, books, pencil and paper are necessary.

All symptoms and accidents must be reported to the infirmary at once. **NEVER PUT THIS OFF.** Consider other people, especially in the matter of colds!

Students who have been in the infirmary for more than 24 hours may not wait on table the first day they are discharged.

Only the infirmary may excuse students from attending church, classes and scheduled school activities. If so excused, they may not leave the campus for the rest of that day.

Appointments for special medical or dental treatment are made through the infirmary as well as arrangements for chaperoning to the appointments in Boston, Lawrence, or other places outside Andover. Such special trips should be for emergencies only; fittings for contact lenses and other such cosmetological treatments must be accomplished during summer vacations.

No medicines may be kept in rooms unless prescribed by the infirmary or checked by the infirmary. Students taking medicines, such as thyroid extract, prescribed by their own doctors, must report this fact to the Infirmary.

Toilet Sundries may be purchased through the Infirmary.

Emergencies

If the *parents* are traveling or are to be out of the country at any time, they are requested to notify the school of their foreign address(es) and to give the name of a resident in the United States whom the school may notify in an emergency.

Permissions

Girls may receive as callers their friends, or boys introduced by their friends. At various times during the year, the girls have opportunities to meet boys at the nearby schools under the supervision of the school. At all times when boys are entertained at the school, members of the staff meet the boys and act as hostesses.

Written permissions for the following are required, and should be filed before September first:

Abbot Blazer

Callers

Horseback riding

Canoeing

Driving (see pages 26-27)

Private lessons in music or speech

Forms on which these permissions can be indicated are provided.

Code of Behavior

The following pages represent the directions for living at Abbot — or for leaving Abbot from time to time. Certain procedures have been found to be most desirable, in the staying, coming or going. Deviation from these procedures may prove a hazard to the student, to the other members of the school, or to the school itself. Members of the school administration may reprove and punish a school member who violates the code which is explained in the following pages, but in many instances the students themselves, represented by the Student Council, will deal with the offenders. Where the offense is *relatively* minor, a system of demerits is used; an accumulation of demerits, or a violation of the three basic provisions outlawing cheating, drinking, or smoking, will cause the individual to appear before the Council with its faculty advisors, and will lead to a review of the girl's value to the school. Suspension or expulsion may result.

One thing should be stressed, accepted, and then probably forgotten. Many provisions stated herein will seem puzzling and quite unnecessary to girls who have never lived in any other situation than that of a small family. There are few girls, indeed, who are not allowed at home to run downstairs in the evening in their bare feet to ask their parents some vital question or to get a glass of milk from the refrigerator. Yet such simple acts as these, multiplied by the number of girls in a dormitory, may well result in a considerable disturbance, a

scattering of germs and a considerable problem of food scarcity. Therefore each individual must satisfy herself at the school table, must remain quietly in her room during study hour and must be dressed appropriately when she leaves that room. This is a way of training in concentration, thoughtfulness, good health, and good taste.

If there is anyone who believes that she gives up all individuality, all freedom of choice, by adhering strictly to rules like these, I should like to point to some dozens of girls who each year leave a golden mark on the school, by their fine independence of thought, initiative and leadership, without ever contravening the "rules" of the community. The school is a little different each year as a result of the ideas and decisions of these girls; I believe it is a better place each year.

Now, please read the ideals and standards of Abbot as formulated and subscribed to by her students:

STATEMENT OF GENERAL CITIZENSHIP

The Student Government in cooperation with the Principal and the members of the faculty endeavors to encourage in each student qualities of character that are generally accepted as basic to humane and civilized living, both personal and social. Rules as such, except those affecting health, scholarship, and safety, are minimized in comparison with emphasis on a high sense of honor, individual responsibility, a constructive attitude, and consideration of another's rights and feelings. The students are helped both by their contemporaries who hold Student Govern-

ment offices and by their faculty advisers who live in the dormitories with them, to recognize the fact that these principles lead to such expression in conduct as punctuality, quiet in study periods, orderliness, neat and appropriate appearance, and a cooperative attitude in matters affecting the happiness, welfare and reputation of the group.

Every girl who enters the Abbot community is on her honor to take the responsibility of upholding the rules and standards which the school considers necessary and vital to the well being of our school life. In any case of violation of these rules and standards, therefore, any member of the school — students or faculty — may take appropriate action.

The school expects any girl who breaks a rule to report herself to a Student Government officer. Each girl is expected to bring moral pressure to bear on any member of the community who does not assume the responsibility for upholding these rules.

Every student is expected to give evidence of lady-like behavior, a constructive attitude and a consideration of the rights and feelings of others.

I. The School will not tolerate the following:

1. *Cheating*

No student may give or receive help in any test or examination; students are expected to do their own assigned work, except in instances where the teachers recommend or approve cooperative effort.

2. *Drinking*

No girl may drink any alcoholic beverage while she is under the jurisdiction of the school.

3. *Smoking*

Every girl is on her honor not to smoke at any time or in any place while under the jurisdiction of the school, with the following exceptions:

- a. Seniors may smoke on Saturday leaves except on trains to and from Boston or in Boston stations.
- b. Seniors may smoke in Andover when they are on leave or dining out, but they may smoke in a public place only when they are accompanied by an adult.
- c. Senior-mids after midyears have the same smoking privileges as do the seniors.
- d. Seniors may smoke when traveling to or from Andover by school car or taxi: provided only Seniors are present.

“Jurisdiction of the school” is understood to apply to girls on and off the campus *except* when a girl is away on an overnight leave, weekend, or vacation. During all other leaves and permissions, the above rules and the restriction on driving remain in force. An exception to the “driving” rule may be made when a girl is on a leave at home with her parents. Violation of the above rules is punishable by suspension or expulsion.

The recommendations and regulations which follow include certain actions whose violation will result in demerits. These are noted by a figure, representing the number of demerits, in the right hand margin.

Student Government officers and representatives (proctors) work with the faculty and administration in seeing to it that every student gives evidence of ladylike behavior and conduct, as well as of a serious and loyal attitude. Every girl is expected:

1. To study in prescribed time and to be quiet after lights.
2. To protect her own health and safety and that of others.
3. To employ good manners at all times.
4. To exercise self-restraint and consideration for others while at the same time preserving her dignity as an individual.
5. To take good care of school property and the property of others.
6. To observe good taste.

Week-End Leaves

Every girl must check out and in at the front office when leaving for or returning from a weekend or any other leave or permission.

If a girl is delayed in returning because of illness, she must notify the school and present to the Infirmary, upon her return, a note from her physician. Any other unexcused lateness in

returning will result in the curtailment of another leave.

Girls taking leaves and permissions of any kind at homes in Andover, North Andover, and vicinity must observe the same regulations about chaperonage, smoking, alcoholic beverages, and driving in automobiles as those which govern them while in residence at school.

Each girl may have one weekend leave each term. Certain weekends are closed, such as those immediately before and after a vacation, or on the occasion of school functions such as the Bazaar, and days when tests are being administered to a class or group. Parents are welcome to spend other week ends near the school and to visit their daughters or to take them for luncheon or dinner permissions and leaves. It is suggested that they come no oftener than once a month, since the girls are working hard and are often involved in school affairs. *We also urge parents to watch over their girls during week ends at home or vacations to make sure that they do not do so much as to make them overtired or ill.*

Applications for a weekend must be filed in the Director of Residence's office by Wednesday of the week preceding the week in which the leave is desired. Written permissions from home must be obtained. The student must also have the approval of her teachers before taking a weekend leave.

Parents are requested to send such permission, even when the week end is to be spent

with parents or relatives, as far in advance as possible, to Mrs. Crane, or to Mrs. Mayer, the Director of Residence.

Invitations to a dance at a boys' preparatory school may be accepted with the usual permission from home, provided the chaperonage conditions are satisfactory and the date coincides with those permissible for a weekend leave. Girls are expected to observe the rules of the school where they are guests.

Senior-Mids may attend one dance or other function at a men's college each year, but only if they can be entertained by a personal friend of the family of the boy or the girl. Arrangements for attending such functions cannot be made at the last minute. *Parents are requested to give this rule their full support.*

All weekend leaves begin after lunch on Friday, except by special permission, and end at seven o'clock Sunday evening. Air travel is not permitted for the *return to school*, except by special arrangement with the Director of Residence.

A girl may have a special leave of absence to attend a wedding for a member of the immediate family.

Senior Privileges

Seniors have an extra weekend which they may take in either the fall or the winter term. UNDER NO CIRCUMSTANCES may a girl take two consecutive weekends. Seniors may

attend dances or other functions at men's colleges if parents approve. It is not considered appropriate for girls to stay at hotels on such occasions.

Travel

Parents should buy plane or train tickets for their daughter's trip home and return to school at vacation times. At Christmas and spring vacations provision is made for a special car or bus with a school chaperone to and from New York City. Girls returning by train from a weekend are met in Boston only if the parents request the school to do so. If a group is large enough, however, a bus or taxi from Andover meets the train at the South Station in Boston.

Late changes in arrangements jeopardize our advantageous special group reservations and privileges. Changes should be avoided except in an emergency.

Planes may be used if parents approve on Friday week-end trips *from* the school, and for vacations. They may not be used for return trips, however, because of the possibility of flights being canceled. (Exceptions may be made for return from vacations for long trips.)

Automobiles

Except when with her own parents or a member of the faculty, a student must have permission for transportation by car, including travel from the school for any leave, and returning to the school from any leave.

Permission will not be given for resident students to motor with day students nor with anyone else of school or college age unless an older person is in the car.

Exception: Upon the *written* request of her parents a girl may receive permission to drive with her brother or sister, or other person of college age.

If a parent wishes to give a blanket permission for motoring with a brother or with any adults of whom the school approves, this permission should be put in writing and placed on file in the school office by the time school opens.

Sunday Leave

Each girl may have two Sunday leaves each term. Sunday leaves begin at noon and end at six o'clock. Sunday leaves may be taken with family, adult friends or families of other students. There should be no visiting in cars at any time.

Application for a Sunday Leave must be filed with the Director of Residence by noon of the preceding Thursday. A liberal number of permissions for dinner only (returning at 3:30) may be given for dining with relatives or friends.

Saturday Leaves

Each student has two Saturday leaves in the fall term, two in the winter term, and one in the spring term. A Saturday leave begins at ten-thirty and ends at either six or seven-thirty, as

arranged. Application for a Saturday leave must be filed with the Director of Residence by noon of the preceding Thursday. Saturday leaves may be taken with parents, adult friends and parents of the students.

Senior Privileges

Seniors have four Saturday leaves in fall and winter terms and three in the spring term. Seniors may go to Boston on a Saturday leave without a chaperone if accompanied by at least one other Senior. Except by special permission, these leaves end at six o'clock. (After the first of February, Senior-Mids may go to Boston under the same conditions if accompanied by two other Senior-Mids.)

In the fall term Seniors may accept invitations to football games in Boston and Cambridge with parents' permission. Only two such invitations may be accepted. The invitation must originate with a friend as opposed to originating with a blind date. However, if the Senior's friend asks her to include another Senior to go with a friend of his, it is permissible for the Senior to ask one of her friends to take the Saturday Leave with her. The four are to remain together throughout the Leave.

The Senior goes to Boston on the 11:22 train and must be met in North Station by her escort.

Usually the game is over in time to make the 5:14 train from North Station.

There is to be no driving in a car at any time during the Leave. Taxis or subways are to be used for trips across town.

The boy should escort the Senior back to North Station.

Dining - Out Permissions

A girl may go out to a meal at the following times — Monday through Thursday. One guest from the school may be invited.

Lunch	1:00 — 2:00
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If the girl does not have first period sports, she may stay out until 2:30.

Sports classes may *not* be changed.

Dinner	6:13 — 7:30
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Other dining-out permissions may be taken at the following times:

Friday Dinner	6:13 — 8:30
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Saturday Luncheon	11:00 — 2:30
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Saturday Dinner	5:00 — 7:30
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If no evening entertainment is scheduled.

Sunday Dinner	12:00 — 3:30
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If a girl returns late from a dinner permission, it will be counted as a leave.

Senior Privileges

Seniors may eat Saturday lunch at Ford's Coffee Shop. Such a permission must be signed for by 9:15 on Saturday morning. No more than twelve may go at the same time. Seniors may sign for either the 12 — 12:45 group, or the 12:45–1:30 group. It is permissible to go directly from Ford's to the movies if a girl is in the second group. Girls wishing to shop first may check out at 11:00 for the first group, or 11:45 for the second.

Seniors may dine on Sunday at the Inn twice each term. Two to six seniors may go together. Such permission must be signed for between 9:00 a.m. and church time Sunday morning; *at this time* reservations must be made. The time of this permission is 12:00 — 2:30. Do not ask the Inn to cash checks.

Girls must remember to check in and out when taking dining-out permissions. Every girl must observe the exact conditions as arranged with the school office regarding all leaves including dining and travel regulations.

Downtown Permissions

Girls may go downtown twice a week during their free time in the afternoons of Monday, Tuesday, Thursday or Friday. At least two girls must go together and remain together. It is also possible to go down on Saturday mornings after Study Hall. It is important to check out, and in, at the Front Office on each occasion.

The following list is of those establishments in Andover which are considered "On bounds". All others are "Off bounds". Girls who wish to patronize stores not listed here may see the ~~Director of Residence~~ ^{Head of House} for special permission.

Markets: A & P, Co-op.

Bakeries: Susie Sweets, Colonial Bakery

Food Shops: ~~Ford's, MacDonald's, Sam's for food to take out, only.~~

Drug Stores: Dalton's, Hartigan's, Simeon's.

Photographer: Look's.

Florist: Valentine's.

Shoes: Reinhold's, ~~Marr's~~.

Hardware: Hill's, Cole's, Dana's Sport Shop.

Dress Shops: Michael Jay's, Ruth Hammond's, ~~Sutherland's~~, Dame Shop, Macartney's, Hiscox, Yankee Lady, Andover Shop, Young Fashions.

Stationers, Books, etc.: Andover Stationer, Andover Bookstore, Mary Ann's, Thompson News Co.

Temple Radio: (~~Saturday morning only~~)

Andover Gift House

~~All Shawsheen Plaza Stores~~

*Since this is not a "downtown" shop, a student indicates when she checks out that she is going to the Andover Shop and she returns to school directly from the Shop.

APPROVED WALKS, as planned by the Athletic Association, may be taken with another student any day during recreation hour except Sunday. The various walks are designated by numbers. Check "out" and "in" at the Front Office.

NO WALKS ARE TAKEN OFF CAMPUS ALONE.

If for legitimate reasons it is necessary for you to go from one building to another after dark, you are required to report your plans before leaving *your* house, and *again*, as you leave the building to which you have gone, before returning to your own building. A telephone call is made from one building to another in order to safeguard your trip.

In the fall and spring, when walking on the campus after dinner is permissible, you may go anywhere on the grounds, except the woods and the hockey field. For walking with visitors, you walk around the circle.

Week - End Procedures

The schedule for Friday evening varies. Sometimes there are lectures, sometimes a study hour from 7:30 to 8:30. Often recreation is offered in the gymnasium. Announcements are made in chapel on Thursday concerning plans for the week end.

Signing "out" and checking "in". In the evening for optional activities on campus and for any activity off campus students must sign

or check "out" in their own houses or corridors and check "in" when returning. During the day on Saturdays and Sundays students must sign "out" when leaving corridors or houses so they can be located if visitors come.

Students must know the time of lectures, concerts, etc., and be ready to go promptly. They should sit in the seats as they find them and not try to rearrange them. At the movies in the village, and at Phillips Academy games, students must sit together.

For activities off campus where seating is by reserved tickets students **must** sit in correct seats. Exchanging can be done only after **everyone** is correctly seated.

Students should return to their own corridors as soon as any evening activity is over unless they wish to join a discussion after lecture or Chapel in which case they should ask the switch-board operator to notify their house teacher. If entertainments are not over until after the usual lights out time, a warning bell is rung when students should have reached their corridors and about twenty minutes is allowed before the final bell.

I — SOCIAL REGULATIONS

CALLING HOURS

School Days — One hour at the most, depending on time and individual commitments.

- Saturdays — Two hours at the most.
 Victrolas may be used and dancing is permitted.
 Phillips Academy boys must sign up at Phillips, and lists will be posted in each house Friday evening, indicating the name of the girl and the name of her caller.
- Sundays — Two hours at the most.
 No victrola or dancing.
 Only boys from out of town, (no boys from Phillips Academy.)
 Brooks boys who have arranged through their school to call may come between 2:00 and 4:00.
- Saturday or Sunday — Exeter boys who have arranged through Dean Kessler's office may call on either day.
 Two hours at the most.

Girls may entertain at the specified times in the Drawing Room, the Recreation Room, or the Senior Parlor. Girls and their callers may walk on the *Front Circle*, but they must report their departure and return to the front office.

PROCEDURE:

A girl is told she has a caller; she comes to Draper to meet him, reporting to the front office on her way. (If she sends a friend, the friend may stay and visit with the caller too. When the friend has finished her visit, she

reports to the office). The girl who is being
called reports to the office coming and going. 1
Behave appropriately in a place other guests,
sometimes adults, are free to use. 1
At the time a boy is supposed to leave, he should
bring the girl to Draper and say good bye
promptly.

Sundays, Girls may walk around the
after Church — Circle with boys or talk with
them in the Drawing Room or
McKeen Room.

Boys must leave at 12:30.

Restrictions — When campused — no callers
whatever.

When on probation — may be
refused callers

Any girl in poor academic
condition or who has been
censured may be limited to one
hour.

Every girl is on her honor not to meet any boy or boys
at any time or at any place while under the jurisdiction of
the school, except with the knowledge and approval of the
school. 6

General Tea Dance Rules

Boys may go outside to smoke, but no girls
may go outside with them.

Girls must keep their shoes on.

The boys may walk girls to the door of Draper
Hall, but they are not to come in. There is no
walking around the circle. Say good-night
promptly and check in at the Front Office.

GRAHAM HOUSE

Girls may accept invitations to go to Graham House for informal dancing after the athletic contests at Phillips Academy if the invitations are made by Friday afternoon. A girl may not receive permission from a chaperone at the game to go to Graham House. All arrangements must have been made in advance.

A list of those to whom such permission is given is provided for the Front Office and the chaperon. These girls must check in by 6:00 p.m.

Directions for specific tea dances will be posted or circulated on each occasion.

Permission for Boys to attend evening entertainments as guests of Seniors.

Guests who have come from out of town may attend the Saturday evening entertainments with seniors, provided permission has been received in each case from the Director of Residence.

Only those of the lecture or concert type which have been opened to the public are included. Boys who are planning to attend an entertainment may come to Abbot at 7:30 in the evening. They are to be entertained during the interval after they arrive until the bell rings in the McKeen Rooms only. They go to Davis Hall with their hostess, taking their coats with them. At the end of the entertainment, the boy and girl say good-night at the steps of Draper Hall, and the boy departs at once without returning to Draper Hall. Going to, or

leaving, Davis Hall does not include walking around the circle.

Attending Lectures, Programs and Games at Phillips Academy.

Students must sit in their assigned seats at Phillips games, lectures, concerts, et cetera. Exchanges can be made only after everyone is correctly seated. Girls may sit with boys only when specifically numbered seats are not provided.

After a lecture, Celebrity Series, et cetera, boys may accompany the girls to the Abbot Gate, or as far as French House if the girls live there.

After a game, boys may accompany the girls only as far as the Abbot Gate if the boy is not coming to Calling Hour.

Every girl must attend all school functions, such as chapel, vesper service, meetings, and meals, including tiffin.

All students must observe scheduled study hours. (1) Visiting another student's room during study hours is allowable only for academic reasons. (2) Students below the Senior class must obtain permission from the teacher in charge in each instance.

Afternoon and evening study halls are preceded by a five minute warning bell. At the second bell students must be ready to sit down at their desks with all books and assignments ready.

There is to be no studying after lights without permission or getting up before the rising bell to study. 1—6

In all "free time" the only restrictions on noise are the general ones of natural courtesy. The radios or record players in the recreation rooms may be used after breakfast, between 3:45 and 4:45 on pleasant days, and between 2:15 and 4:45 on stormy days, and in free time in the evenings. The television set in the Draper Recreation room may be used only under the conditions and at the times posted or announced. 1

Victrolas and radios may not be used in students' rooms (unless approval of house-mother has been given.) 1

Do not at any time shout in the corridors or call out of windows from floor to floor. 1

Study and Quiet Hours

Every girl is to be in her building by 4:30 on school days. 1

In the afternoon there is a half-hour rest period which may be used for study, reading, or sometimes, special meetings and rehearsals.

Study Hours: All Seniors and Senior Middlers are allowed to study in their own rooms unless they give evidence of inability to use their time well. The study hall in the McKeen Building is used during the morning and afternoon study hours for the two lower classes. In the evening study hour, all girls study in their own rooms.

Saturdays: There is a study period of an hour and a half on Saturday mornings.

Sundays: In the afternoon the girls may spend some time in the gym or at tennis, from half-past three until half-past five. The dormitories are quiet, so that it is possible to study or rest. One can listen to records in the Music Building.

Parents may visit their daughters at any time during the day when the girls are free, but they are asked not to go to the girls' rooms during any study or quiet hours.

Senior Privileges: (1) Seniors have the privilege of studying in their own rooms during all study hours, and the "lights out" hour is later than for other girls. (2) Only Seniors have the use of the "Senior Parlor."

Every girl is expected: (1) To study in pre- 1—6
scribed time. (2) To be quiet after lights.

STUDY HOURS:

All Students: Any of the seven daytime periods not occupied by classes, music lessons, or practice. After dinner the length of the study period and free time may vary according to class.

Preps: 7:15–8:30 or 9:00 P.M., according to individual requirements. Lights out at 9:30.

Juniors: 7:15–9:00. Lights out at 9:30.

Senior-Mids: 7:15-9:00. Lights out at 9:30.
Extra lights by permission
until 10:15.

Seniors: 7:15-9:00 and 9:30-10:15.
Extra lights by permission.

Clothing, and Room Furnishings

DRESS REGULATIONS

The dress of students should at all times be simple and appropriate. Only clothing actually needed should be brought to school. Elaborate and valuable jewelry should not be brought to the school.

Simple sports clothes, usually blouses or sweaters and skirts, with socks and tie shoes are worn during the day. All girls change for dinner. Stockings are worn with high heeled shoes. Appropriate dress means that it is more important to look neat and well groomed than to look expensively dressed.

Dungarees or shorts are worn for picnics, or for work on the stage during play preparation. Within their own dormitories and on the Draper corridors girls may wear Bermuda shorts, slacks, or short kilts, but not jeans. Outside their own dormitories they should always appear in conventional attire. (In Draper Hall, the offices and public rooms, including the library, are to be construed as outside the dormitory.)

Loafers are to be worn only on the weekend. Girls who are taking their weekend may wear them to Friday classes. Girls may also wear

loafers before going to the museum with school and the day of departure before vacations.

The following articles of dress are definitely required:

1 white shirtwaist dress.

(This is to be ordered through the school.)

Several "dinner" dresses of dark cotton, light weight woolen, or prints. They can be shirtwaist dresses, or of any simple style.

1 "Tea dance" dress (semi formal).

1 wool suit for church and travel.

1 hat to go with the suit, particularly for church.

Gloves.

Blouses, sweaters and skirts for school wear.

1 light weight coat for fall and spring.

1 winter coat, cloth, full length.

1 raincoat.

1 pair of *white* high heeled shoes — closed toe and heels. Spectator pumps are acceptable.

Dress shoes, including "flats" which should be worn to dinner, when serving.

2 pairs tie shoes, saddle or bucks, for school use. These must have heavy soles and give adequate support to the feet. (Loafers are worn only on Saturday.)

A pair of rain and/or snow boots.

An umbrella.

Stockings and wool socks.

A bathrobe (*full length*) and slippers.

Uniform gymnasium outfit, including shoes for tennis and other sports.

The Abbot blazer may be ordered after school opens — its purchase is optional

Ski clothes.

For horseback riding, riding breeches, jodhpurs.

For those who wear glasses an extra pair should be provided, and the case should be marked.

ROOM FURNISHINGS

Each girl is provided with a single bed, a bureau, straight chairs, a desk, and a bookcase. Rugs, curtains, bedspreads, a study lamp, and an easy chair are provided by the student. Girls in Draper Hall provide plain white unruffled glass curtains to be used next the window for the sake of uniformity, but over-draperies may be of any color. Roommates should correspond during the summer about necessary purchases for the room and arrange to divide expenses.

The school will supply one pair of woolen blankets *if requested*, but a warm puff or an extra pair of blankets should be brought by each girl. Sheets to fit a mattress 6 feet by 3 feet, pillow-cases, 20 inches by 32 inches, bath towels, face towels, a napkin ring, a shoe bag, a waste basket, and two laundry bags are needed.

No electrical appliances or clocks are permitted except lamps and razors.

1

Rooms should be as attractive as possible. The first step is to keep it clean and neat and this is not difficult if you follow a pattern, both daily and weekly, approximately as follows:

Each morning after breakfast, make your bed. Put away clothes — soiled ones in your laundry bag, sweaters, etc. in your bureau drawer, shoes in a shoe bag which should be hung on your closet door. It is a good idea to have as many shoe bags as the door will accommodate, so that shoes need not be kept on the closet floor. Extra shoe bags are useful for mittens, scarfs, etc. Tidy the tops of your bureau and desk. Remove and put away any personal possessions left in the bathroom so that this may be easily cleaned by the maid.

2

On Saturday mornings, when you have more time between breakfast and the beginning of the study hour, air your bed, *change sheets and pillow cases*, clean your room thoroughly. You may use the corridor vacuum cleaner. Make sure that your closet and drawers are neat. The corridor teacher or housemother will inspect these, while you are in your room.

If you want to rearrange your furniture, plan the change with your corridor teacher. A bed should not be placed under a window, and the desk must receive good light.

Regarding the decoration of your room, all pictures or posters must be hung from the

1

moulding and nothing may be tacked or stuck to the walls. A bulletin board can be furnished on request and the cost of 75 cents is put on the term bill.

It is important to show good taste in your room; printed signs, empty bottles, and such souvenirs are *not* appropriate. Corridor teachers request the disposal of superfluous or unsuitable furnishings or decorations. Luggage may not be kept in the rooms. Suitcases should be placed in the corridors, with the trunks, and the men will take them to the luggage room.

1

If you buy food and bring it to the dormitory, the following precautions must be observed:

Perishable foods, especially meat, or opened cans, must be kept in the refrigerator. Frozen juice must be made up immediately since these cans sometimes explode when kept at room temperature. Refrigerators and stoves, where they are provided, may be used only with teachers' permission. Food of any kind in a dormitory room must be kept in a tightly closed metal container. It is obvious that ants and mice could be attracted if this rule were ignored.

Food may never be taken from the dining room or the kitchen.

1—3

Be sure never to have bottles, boxes or jars on the window sills. They are unsightly from the outside of the building as well as the inside. All broken objects, sharp things, and opened cans must be placed in special containers provided. **NEVER THROW THEM DOWN THE DUST CHUTE.** The men who empty the trash may

be seriously cut if this precaution is not observed. Large cartons should be left *beside* the chute, because if they are put inside, they may clog it. Spoiled fruit, apple cores, etc. should be put in the container provided. Debris from parties on the Draper corridors should be wrapped in paper and left in a basket provided next to the chute or in the hall closet. Do not leave any debris or objects of any kind on the stairs. A dangerous accident may result.

A fine of \$5.00 is charged for overflowing water in the bathroom, although in the case of considerable water damage, the cost of repairs must be met by the students.

On each corridor or house bulletin boards are to be found forms for use in requesting the following services:

Connecting of lamps

Supplying extension cords

Hanging of shoe bags

Hanging of pictures or bulletin boards

Adjusting curtain rods and hooks

Replacing lamp bulbs

Minor repairs

None of these should be attempted by students themselves.

In the spring wooden packing boxes may be ordered for summer storage of possessions.

CARE OF SCHOOL PROPERTY

Be careful to do your share in keeping the school buildings and property looking as well and in as good condition as you would wish your own house and furniture to be. Lights should be turned off when a room is not being used — especially at meal time. Buildings are wired for 150 watts per student and overloading will burn out fuses. Trunks and packing boxes and footlockers with hard, sharp corners, may not be taken to the corridors in the outside houses — Abbey, French and Sherman. They must be unpacked in the recreation rooms.

Damage caused by abusing furniture, breaking glass bureau top, marking walls, etc., is subject to fines of \$5.00 or more.

Screens must never be removed from the windows. 1

No sunlamps or reflectors may be used. 2

Fire escapes may not be used except in case of fire. 3

GOOD TASTE 1

Shades must be down when it is dark.

Bathrobes must be worn on the first floors of outside houses and on every corridor in Draper.

On Friday, Saturday, and Sunday, in Draper and on Sunday in the other houses students must be fully dressed when taking phone calls on the ground floor.

Gum may be chewed only in dormitory rooms, never in the corridor or out of doors.

Swearing, and other unladylike language is firmly discouraged.

Students may not leave their houses or corridors with hair up in curlers or pins.

A girl must comply promptly and politely with any request to change her appearance or behavior. She may be asked to put on a blazer or raincoat because of the weather, to change her dinner costume if it is unsuitable, or to accord in other ways with the standards of the school. 1—2

MANNERS

Good manners are never out of date. They are shown by consideration for others, for students and teachers alike. They are shown at the table by observing what is needed and passing it, as well as by keeping the elbows off the table and eating unobtrusively, by holding doors for those near you, by speaking to those you pass in the corridors and on campus. Faculty and students are expected to show mutual consideration for one another.

There should be time for small courtesies. Students should rise when Mrs. Crane, teachers, or visitors enter a room. Students should introduce visitors to teachers, and should remember to invite teachers to corridor birthday parties.

Constant borrowers of combs, lipstick, clothes, etc. are apt to be unpopular.

Laundry

The school has its own laundry, and every student is entitled to the weekly laundering of her sheets and towels, and of an average amount of night clothes, blouses, and underwear. These should be placed in her laundry bag, *with a list of the articles*, all of which should be marked by sewn-on name tapes. The bag, tied firmly, should be placed in the laundry chute by 7:15 a.m. on the day of collection (Monday in Draper Hall, Thursday in Abbey, French and Sherman).

Students may do personal laundry, but they should not plan to do all their own washing and ironing. (The laundry charges for extra articles are reasonable.) There are laundry facilities in the outside houses and an ironing room in Draper. Clothing should not be dried in the students' rooms.

Dry cleaning is arranged for by the school. Clothes should be brought to the Parcel Room in the basement of Draper Hall during the hours posted on the door. The school can arrange for the mending of clothes.

Students may not leave their dormitories until their hair is dry after shampooing. Hair driers will be found in corridor bathrooms and in laundry rooms. Students must never appear in any public room with their hair in curlers, except for using telephones after 9:00 p.m.

LIBRARY RULES

No food is to be brought into the Library.

Regular school clothes are always to be worn in the Library during the day, and the evening study. Gym suits are not permitted. After nine o'clock in the evening night clothes may be worn, including a bathrobe and slippers. A "muu-muu" type of nightgown may be worn without a bathrobe, but always standards of good taste are to be observed.

Tables and chairs must be left neat and unencumbered by books and papers. Coats and jackets should not be left in the Library.

The Library is not a thorough fare for students. Use the first floor corridors for going to and from the dining-room.

Library Regulations

GENERAL:

Absolute quiet is maintained at all times.

At the beginning of each class or study period every student using the Library must sign on the pad at the east door.

Newspapers, magazines, etc., are not to be read during study hours unless they have been assigned for class work.

The Chickering Room is to be used for reading only.

DURING STUDY HOURS:

Students may use the library during all daytime study hours when library facilities are required.

In addition, residents of Draper Hall may use the library during the evening study hour. They must sign on their corridor bulletin board. Seniors may be in the Library until 10:15 p.m.

DAY STUDENTS:

Day students may use the library during the hours which they spend at the school just as the resident students do.

OUTSIDE OF STUDY HOURS:

Students may use the library for study or for recreational reading during all daytime leisure periods. In addition, residents of Draper Hall may use the library during evening leisure periods.

BASEMENT STACKS:

The basement facilities can be used by girls only with the librarian's permission.

SUMMARY:

After you have finished reading this handbook, please consider that the gist of the matter is this: Be a lady.

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